



Kalamazoo Public Library

Head of Finance & Budget

Kalamazoo Public Library is currently seeking a Head of Finance & Budget. This position is responsible for administration and oversight of the financial operations of the library under the direction of the Library Director. Duties to include financial planning, fund investment and enhancement, risk management, claims administration and budget preparation.

Duties and Responsibilities:

Financial Management, Planning, and General Administrative Oversight

1. Administers all accounting, control, purchasing, and business office functions; provides controllership functions including but not limited to financial analysis and managerial accounting, financial reporting, control information system administration, fixed asset administration, and payroll systems control.
2. Develops and manages library budget, constructs capital improvement plan, capital budget, and other fund budgets from available information provided by management and contractual obligations, constructs other fund budgets, develops budget control system to ensure budget appropriations are maintained.
3. Oversees the management of cash investments for all governmental library funds; develops investment models including support of short-term cash investments; coordinates bond issue and other financing as necessary; supports Endowment Fund Investment Manager.
4. Serves as member and financial liaison on Endowment Fund Allocation Committee and Finance and Budget Committee, supplying financial and economic analysis to aid in decision-making including but not limited to revenue and expense projections, cost-benefit, ROI, etc.; attends Personnel Committee meetings as required.
5. Performs library-wide administrative duties; participates in management team meetings; works with other department heads and staff on library-wide matters; represent Library in external organization and activities; serves as administrator on call. Acts on behalf of/in place of Director as required/designated.
6. Participates in departmental meetings, library-wide committees, training opportunities, and performs other duties as assigned

Compliance & Reporting

1. Develops, authors, and maintains finance, budget, and control policies and procedures; establishes library-wide internal control procedures to ensure transparency/integrity, asset safety and compliance with established policy.
2. Manages preparation of financial audits materials, serves as primary liaison for external audit firm;
3. Ensures compliance with Securities and Exchange Commission, State of Michigan, Internal Revenue Code and applicable reporting requirements to include federal and state wage and hour, tax filings, ACA compliance and all other required financial reporting.
4. Manages compliance of accounting and financial records in accordance with generally accepted accounting principles, government accounting standards, and all applicable laws and regulations, providing financial information and reporting as required.
5. Ensures proper accounting and reporting of employee benefit and pension programs, employee deferred compensation plans including 403b and Health Care Savings Program; manages plan requirements according to applicable legal and regulatory requirements.
6. Oversees accounting and financial reporting for library gifts and grants to ensure compliance and accountability.

Asset Management and Risk Management

1. Identifies risks and ensures appropriate controls on all financial and administrative activities to including accounting, purchasing, cash handling, deposits, investments, contract documentation, records retention and the like.
2. Ensures appropriate levels of insurance and indemnity for all aspects of the library, including but not limited to the Board, staff, facilities and equipment.
3. Identifies impact and recommends financial alternatives resulting from changes in the financial and legal environment of the library; including vendor and employee contracts, employee benefits and other business relationships.

Personnel Management

1. Supervises employees assigned to the Business office; engages in selecting, scheduling, delegating, training and coaching; evaluates staff and works to motivate and enhance staff work performance.
2. Assures that supervised employees operate within the policies and procedures of the Library and applicable federal, state and local laws.

Minimum Qualifications:

1. Master's degree in Finance/related field or CPA in Accounting with three years relevant governmental experience, or Bachelor degree in Accounting or Finance with five years relevant governmental experience.
2. Demonstrated success in the development and maintenance of financial information systems.
3. Two years successful supervisory and administrative experience in the finance or accounting fields.
4. Cash investment planning and money market investment experience.
5. Previous relevant experience with Governmental Accounting Standards and Financial Accounting Standards as they pertain to governmental units and non-profit entities.

Salary \$66,490 - \$88,490 annually. Comprehensive benefits package includes health insurance, fully paid dental, vision, LTD and life insurance; fully paid retirement; vacation, sick leave, and holidays.

Position Type Full-time/Regular/Exempt

Application with cover letter and resume are required for consideration. Please see our website www.kpl.gov/jobs/ for information on how to apply.

Deadline for applications is Friday, September 9, 2016